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ABSTRACT

This annual report outlines the mission and goals of New Zealand's Early Childhood Development Unit (ECDU), established in 1989 to promote the development and provision of high quality, accessible, and culturally appropriate educational and developmental facilities and services for families and young children. Presented in English with English and Maori chapter headings, the report contains an overall vision statement, statements by New Zealand's associate minister of education and the ECDU's chairperson and general manager, as well as the ECDU's statements of purpose, values, and its role as an employer. Activity areas and financial information are also presented. Four specific output areas (goals) covered by the report are: (1) increasing access to early childhood education; (2) information dissemination and resource development; (3) advice and support for unlicensed playgroups and Pacific Island language groups; and (4) payments and grants. (MDM)

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KAUPAPA KAIMAHI
CORPORATE PLAN

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Nga Kaitaunaki Kohungahunga

Early Childhood Development Unit

1 JULY 1993 TO 30 JUNE 1994

Te rito o te harakeke
Hei here te matauranga

The shoot of the flax
Ties together the knowledge

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erratum pg 17
Ano Ako Pacifica
should read
Anau Ako Pasifika

Kaupapa Kaimahi Corporate Plan
Early Childhood Development Unit Nga Kaitaunaki Kohungahunga
P O Box 9951 Te Aro, Wellington
ISSN 1170-3431
SEPTEMBER 1993

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TAUAKI WHAINGAROA

Ko tā mātau e whāia ana ko te hoatu āwhina ki te hāpori kōhungahunga kia whiwhi ai i ngā tamariki, i ngā mātua, i ngā ratonga kōhungahunga me ngā kaimahi o Ngā Kaitaunaki, tētahi tīmatanga pai kāore nei he mutunga.

Ko te tangata te tino mea o te angitu. Kua ū ke mātau ki te waihanga i tētahi wairua i tētahi kapa ki ngā taumata katoa e whakatitina ana i te kakama, i te whai mana me te wairua hihiko o te tangata takitahi kia noho ai ko mātau ngā kai hoatu tohutohu, ngā kaitohutohu, ngā kaiwhakarato whakamōhiotanga tino pai rawa atu.

Tutuki ai tō mātau whāinga mā te kukume o tētahi whakahaere me tētahi taiao mahi i ngā tāngata mātau me ngā tāngata kauanuanu; mā te whakaputa katoa me te tumatuma i ō mātau pūmanawa takitahi; mā te whakatitina i ngā mahi ngātahi whai hua me te mau tonu ki ngā mātāpono o te pai i roto i ō mātau mahi katoa.

Tino kaha tō mātau ū ki te hoatu ngāwari me te hoatu tika i ngā ratonga wairua hihiko, ā, me te whakatau atu i te whakahou me ngā whakarere ketanga. Kei te mōhio mātau mehemea ka tohatoha haeretia te mātauranga me te mana, ka whanake ake aua āhuatanga.

Ko mātau kei te ārahi i te huarahi ki te pai, ki te whiwhi, ki te tōkeke nā te mea noho piri ai mātau ki ō mātau kaimahi, me tō mātau kaha hihiko kaha hiahia ki te whakauru.

Nā te mea ko mātau anake te kōhungahunga pokapū Karauna o Aotearoa, tū whakahīhī ana, whakahirahira ana a mātau whakahaere mahi, ā, he tūranga nui anō tō mātau ki te whakatairanga i ngā tau pūhou o te whakatipu tamariki me te whakaakoranga kōhungahunga.

"Te rito o te harakeke hei here te matauranga"

VISION STATEMENT

Our mission is to serve the early childhood community in ways that contribute to good beginnings that never end for children, parents, early childhood services and Unit staff.

People are the key to success. We are committed to creating an atmosphere of team work at all levels that encourages individual initiative, responsibility and innovation so that we are the best possible consultants, advisers and information providers.

We achieve our purpose through an organisation and working environment which attracts self-aware and self-respecting people; fully develops and challenges our individual talents; encourages positive collaboration and maintains principles of integrity in all our work.

We are committed to providing innovative services as simply and efficiently as possible and welcome change and differences. We know that knowledge and power grow if shared.

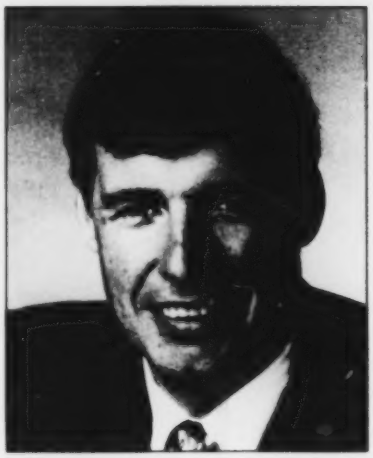
We are leading the way to quality, access and fairness by being as close to the people we work with as possible and by being innovative and valuing participation.

As the only early childhood crown agency of Aotearoa, we carry out our work proudly and ethically and take a leading role in the promotion of the early years, parenting and early childhood education.

"The shoot of the flax ties together the knowledge"

HE KUPU NA TE MINITA
FOREWORD BY THE ASSOCIATE MINISTER OF EDUCATION

Office of
THE MINISTER OF EDUCATION
Wellington, New Zealand



As associate Minister of Education I support the good work of the Early Childhood Development Unit.

Our children are this country's future. A firm foundation laid in the early years is the key to both their development and to the development of society as a whole.

The Unit plays an important role in supporting parents, children and the early childhood community by the provision of quality information, advice and support, in ways which are flexible enough to meet differing community needs.

The Unit's Parent Support Projects assist parents to participate confidently in and to enjoy their child's early years. Projects continue to develop in this area and are meeting the needs of a diverse range of families and communities.

The continuing quality work by the Unit is an important part of the early childhood sector, particularly as we look forward to celebrating the Year of the Family in 1994.

Greetings
Tena koutou katoa
Kia orana
Talofa lava
Ni sa bula vinaka
Faka 'olofa lahi atu
Talofa ni
Malo e lelei

Hon John Luxton

Associate Minister of Education

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HE KUPU NA TE HEAMANA
CHAIRPERSON'S STATEMENT

Tena koutou katoa

Once again I am happy to present this, the fifth Corporate Plan of the Early Childhood Development Unit which outlines our planned activities for the 1993/94 financial year.

During the last year Nga Kaitaunaki Kohungahunga has faced a series of challenges with restructuring and the introduction of contestability into the area of Advisory Support and Professional Development.

I am impressed by the the mature manner in which Unit staff responded to the challenges presented by these changes. Their continued dedication and professionalism in the provision of high quality information, advice and support ensured that at all times the needs of our client groups were met.

With this Corporate Plan as a guide, I am confident that the Early Childhood Development Unit will continue to successfully meet further challenges while achieving its goals in early childhood education for the coming year.

We also welcome the opportunities presented by expanded programmes in the early childhood sector. Unit management of the Parents as First Teachers National Centre is but one such example.

On behalf of the Board of the Early Childhood Development Unit I extend greetings to those who will be working with us this year to ensure that early childhood services best meet the needs of children, parents and their families.

Pat Seymour

Pat Seymour

Chairperson

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HE KUPU NA TE TUMUAKI MATUA
GENERAL MANAGER'S STATEMENT

Nga mihi nui ki a koutou

The Vision Statement included in this Corporate Plan evolved from discussions and workshops involving all Early Childhood Development Unit staff and Board members. We are proud of our aims and how well we are achieving them, and also welcome feedback. So if you have any comments or ideas on either the dream or the reality of the Early Childhood Development Unit vision or any other parts of this Corporate Plan please don't hesitate to write to me, any other manager or Early Childhood Development Unit office.

This is the last time I will be involved in the development of an Early Childhood Development Unit Corporate Plan. I am going to finish being General Manager of the Unit at the end of February 1994. Four and a half years in such a position is a good length of time and I know the Unit has been established on, and will continue with, a vital and strong belief in quality early years and early education for children, parents and services. It will also continue to base its work on the vital processes of partnership and community, family and child development.

Dreams become reality when we take action.

Te ohonga ake i taku moe moea ko te pua waitanga o nga whakaaro.

Pamela Hanna

Pamela Hanna

General Manager

National Management Team

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1. KOORERO TAATAI
STATEMENT OF PURPOSE FOR EARLY CHILDHOOD DEVELOPMENT UNIT ESTABLISHED UNDER THE EDUCATION ACT 1989

1.1 To promote and encourage the development and provision of high quality, accessible and culturally appropriate educational and developmental facilities and services for the benefit of families and young children.

1.2 To promote early childhood education which respects the dignity, rights, abilities, individuality, cultural values and learning styles of all children and their families.

1.3 To promote and facilitate opportunities for an increasing number of families to be involved in early childhood services through initiatives such as parent support projects, promotion of parenting skills and publication of relevant material.

1.4 To support and advise established and establishing early childhood services.

1.5 To make payments on behalf of the Crown including grants to unlicensed playgroups and Pacific Island Language Groups.

1.6 To establish, maintain and operate reliable, comprehensive information services and databases on early childhood services.

1.7 To increase parent support and community development work so that more parents will have opportunities to learn about their children's development and gain greater confidence in their role as first and prime educators for their children.

1.8 To provide Early Childhood Development Unit field offices which focus on becoming information centres for parents, people involved in parent support and for early childhood services and organisations.

2. KOORERO RITENGA STATEMENT OF VALUES

The Early Childhood Development Unit is committed to providing high quality services which:

2.1 Are accessible to all users, responsive to client needs and enable all users to realise their full potential as individuals and as members of society.

2.2 Adapt quickly and effectively to new needs and opportunities and the development of knowledge, understanding and skills needed by New Zealanders to compete successfully in the modern, ever changing world.

2.3 Actively promote equal education opportunities and practices for all New Zealanders, by identifying and removing barriers to achievement.

2.4 Encourage users and staff to develop their own ideas, skills and understandings and to make the best use of their resources.

2.5 Are consistent with Maori aspirations and processes and increase participation and success by Maori.

2.6 Respect the diverse ethnic and cultural heritage of New Zealand people, with acknowledgement of the unique place of Maori, New Zealand's role in the Pacific and as member of the international community of nations.

2.7 Develop and maintain on-going consultative processes with relevant organisations, institutions, user and community groups.

2.8 Develop and maintain an effective working relationship with all education Crown agencies and relevant organisations.

2.9 As an employer the Early Childhood Development Unit shall operate a personnel policy which complies with the principles of being a 'good employer' as specified in the State Sector Act 1988.

HE KUPU NA TE TUMUAKI MAHI
EMPLOYER STATEMENT

As an employer the Early Childhood Development Unit will:

- Ensure employees are aware of the Unit's responsibilities and what is expected of them.
- Ensure that staff have access to ongoing opportunities for training and development.
- Be committed to a work environment that encourages the participation and development of both women and men of all cultures.
- Develop and maintain a creative, challenging and rewarding work environment.

NGA TAKIWAA MAHI
ACTIVITY AREAS

To achieve its desired outcomes the Government has contracted the Early Childhood Development Unit to produce the following outputs:

- Increasing access to early childhood education
- Information search and delivery services
- Advice and support for Unlicensed Playgroups and Pacific Island Language Groups
- Payments and Grants
- Advisory Support/Inservice Training through a contract with the Ministry of Education
- The establishment of a National Centre for Parents as First Teachers through a contract with the Ministry of Education.

Output 1 Increasing Access to Early Childhood Education

The focus is families with young children not involved with any early childhood service and not receiving any early childhood funding.

	Sub Outputs	*Performance Measures*
1.1	Parent Support Projects	(i) Operate Parent Support Projects (with at least one project in each district) reaching at least 1800 families nationally by 30 June 1994. (ii) Complete a national evaluation of Parent Support Projects by 30 June 1994.
1.2	Establishing Services	(i) During the 12 months, advise and support a minimum of 150 individuals, families, groups or employers, who wish to establish home or centre based early childhood services (such as childcare centres), with a minimum of 50 of those worked with reaching licensing standards by 30 June 1994.
1.3	Advice to Ministers	(i) Provision of quarterly national reports. (ii) Prompt and accurate advice.
1.4	Advice to Ministry	(i) Provide advice and feedback on early childhood policies. (ii) Prompt and accurate response to requests to provide advice and information for Ministerials and Parliamentary question, within set timelines. (iii) Up to 50 hours advice may be sought to assist in the allocation of discretionary grants to early childhood services.

Output 2 Information Dissemination and Resource Development

This output covers the provision of information and resources that promotes the vital role of parents in the development of their children and the value of quality early childhood experiences and early childhood education to individuals, groups and agencies.

	Sub Outputs	*Performance Measures*
2.1	Maintain listings of early childhood services in Aotearoa	(i) A national database of early childhood education services available by town and suburb, disseminated from each local ECDU office. Updated weekly. 95% accuracy. Request quantities recorded. (ii) A national directory of service for parents of children under 5. 95% accuracy. Quality independently evaluated. Updated annually. Request and distribution quantities and consumer profiles recorded.
2.2	Operate an early childhood information service	(i) A national networked service providing articles, books, references literature searches, and early childhood research and information available from national and local ECDU offices. Requests responded to in 5 working days. Quality of service surveyed annually to 85% satisfaction level. Request and distribution quantities and consumer profiles recorded. (ii) A national newsletter published and distributed at least four times per year. Quality of newsletter surveyed annually to 96% satisfaction level. Distribution quantities and consumer profiles recorded.
2.3	Produce and disseminate early childhood education resources based on consumer needs	(i) Series of pamphlets and booklets for parents about child development and parents' role and early childhood education. Quality independently evaluated. Request and national distribution quantities and consumer profiles recorded and reported. (ii) Booklets about establishing early childhood centres. Consumer evaluations to 95% satisfaction level. Request and consumer profiles recorded and reported. (iii) Resources to provide advice and support for staff management and parents in the operation of early childhood centres. Consumer evaluation to 95% satisfaction level. Request and national distribution quantities and consumer profiles recorded and reported.

2.4	Promotion of parenting and quality early childhood education	(i) Local and regional promotions using media and community activity and seminars involving each ECDU office. Quality of content evaluated. Record of participant numbers and profiles. Record of materials distributed over and above other resources within this output. Record of published publicity 95% positive.
2.5	Advice to Ministers	(i) Provision of quarterly national reports. Prompt and accurate advice.
2.6	Advice to Ministry	(i) Provision of advice and feedback on early childhood policies. Prompt and accurate response to requests to provide advice and information for Ministerials and Parliamentary questions, within set timelines.

Output 3 Advice and Support for Unlicensed Playgroups and Pacific Island Language Groups

Provision of information and workshops to Pacific Island Language Groups, Funded and Unfunded Playgroups.

	Sub Outputs	*Performance Measures*
3.1	Pacific Island Language Groups	(i) Work nationally with a minimum of 180 Pacific Island Language Groups, providing information and workshop opportunities at least three times throughout the year on developmentally appropriate programmes and practices.
3.2	Playgroups	(i) Work with a minimum of 450 playgroups, providing information and workshop opportunities at least three times throughout the year, on developmentally appropriate programmes and practices.
3.3	Loan of equipment	(i) Loan of equipment and resource kits to a minimum of 650 groups nationally by 30 June 1994. (ii) A surveyed quality satisfaction level of 98% measuring quality and usefulness of equipment on loan.
3.4	Advice to Ministers	(i) Provision of quarterly national reports. (ii) Prompt and accurate advice.
3.5	Advice to Ministry	(i) Provide advice and feedback on early childhood policies. (ii) Prompt and accurate response to requests for advice to provide advice and information for Ministerials and Parliamentary questions.

Output 4 Payments and Grants

This output involves the payment of grants and allowances to early childhood education groups and individuals.

	Sub Outputs	*Performance Measures*
4.1	Pacific Island Language Group grants	(i) Grants made to a minimum of 150 groups nationally. (ii) Grant payments made three times per year using established criteria. (iii) Payments made within three weeks of application closing dates with 98% accuracy.
4.2	Playgroup grants	(i) Grants made to a minimum of 280 groups nationally. (ii) Grant payments made three times per year. (iii) Payments made within three weeks of application closing dates with 98% accuracy.
4.3	Unlicensed Playcentres	(i) Funding unlicensed playcentres supported by Playcentre Associations. (ii) Payments made within 3 weeks of application closing dates with 98% accuracy.
4.4	Workshop, seminar and inservice claims for staff and management in all early childhood centres	(i) All claims up to the allocated budget processed with 90% paid within two weeks of being received in National Office, with 98% accuracy.
4.5	Advice to Ministers	(i) Provision of quarterly reports. (ii) Prompt and accurate advice.
4.6	Advice to Ministry	(i) Provision of advice and feedback on early childhood policies. (ii) Provision of Pacific Island Language Group and Playgroup statistics within required time-frame. (iii) Prompt and accurate response to requests to provide advice and information for Ministerials and Parliamentary questions, within set timelines.

ADVISORY SUPPORT AND PROFESSIONAL DEVELOPMENT

A one year contract for the 1993/94 year has been signed with the Ministry of Education to provide Advisory Support and Professional Development to licensed and chartered early childhood centres, groups and associations.

Under this contract, the Early Childhood Development Unit has agreed to deliver Advisory Support and Professional Development through:

- in-depth consulted agreement work to meet the specific needs of 600 early childhood centres, groups and associations, at least half of which will be childcare centres;
- the delivery of 120 seminars nationally, open to all early childhood groups;
- provision of ongoing advice and support to licensed and chartered early childhood services within four working days of requests being made.

In carrying out in-depth work an action research model will be used, with Early Childhood Development Unit co-ordinators acting as consultants to assist centres and groups to identify their needs, develop an action plan, implement the plan, monitor and evaluate the outcomes and plan for further action.

ADVICE TO MINISTERS AND MINISTRY

Provision of advice and feedback on the effect of early childhood policies to the Minister and Ministry of Education, through quarterly national reports to the Minister and prompt and accurate advice and responses to information requests, Ministerials and Parliamentary Questions.

ANAU AKO PASIFIKA PROJECT

The Unit is the grantholder on behalf of the Bernard van Leer Foundation for the Ano Ako Pacifica Project and will assist the continued work of the Project by providing administration, payroll and management support.

MARGARET MAY BLACKWELL FELLOWSHIP TRUST

The Unit has responsibility for the administration of the Margaret May Blackwell Bequest Travel Study Fellowship which provides experienced early childhood personnel with the opportunity to travel and study overseas. The recipient of the award in 1993 is Stuart Guyton of Christchurch.

PARENTS AS FIRST TEACHERS

The Unit has contracted with the Ministry of Education to establish a Parents as First Teachers National Centre: to manage, coordinate, and monitor the development of Parents as First Teachers programmes in West Auckland, Hamilton, Mt Maunganui/Papamoa, Rotorua, Masterton, Levin, Wellington and Greymouth and to become the NZ Parents as First Teachers training centre.

HE WHAKAMOHIOTANGA PUTEA
FINANCIAL INFORMATION

INTRODUCTION

The financial statements provided only show operating activities and not information on grant funds held in trust. Grant funding for the 1993/94 year is:

	$000
Early Childhood Developing Centres	2,623
Early Childhood Advisory Fund	250
	2,873

The expected operational revenue receivable from the Ministry of Education, for the 1993/94 year, is allocated to the following outputs:

Output	$000
Increasing Access to Early Childhood Education	1,050
Information Systems	847
Advice and Support to Playgroups and Pacific Island Language Groups	1,186
Payments & Grants	305
	3,388

TE PURONGO WHAKAHAERE
OPERATING STATEMENT

	Note	30 June 1992 Actual $000	30 June 1993 Estimated Result $000	30 June 1994 Projected Result $000
REVENUE				
Crown		6,293	5,108	4,563
Other		430	257	349
Total Revenue		**6,723**	**5,365**	**4,912**
EXPENSES				
Personnel		4,884	3,757	3,454
Operating		2,170	2,120	1,808
Provisions		255	255	336
Total Expenses		**7,309**	**6,132**	**5,598**
Net Surplus/(Deficit)		(586)	(767)	(686)
Restructuring Costs		(1,182)	-	-
Net Income/(Loss)	1	**(1,768)**	**(767)**	**(686)**

TE PURONGO MO TE AHUA O TE PUTEA
STATEMENT OF FINANCIAL POSITION

	Note	30 June 1992 Actual $000	30 June 1993 Estimated Position $000	30 June 1994 Projected Position $000
ASSETS				
Liquid Assets		3,139	899	371
Debtors and Receivables		38	138	38
Fixed Assets	2	1,191	1,131	1,073
Total Assets		**4,368**	**2,168**	**1,482**
LIABILITIES				
Creditors and Payables		1412	731	731
Other		897	52	52
Total Liabilities		**2,309**	**783**	**783**
Taxpayers Funds		**2,059**	**1,385**	**699**

TE PURONGO WHIWHINGA, WHAKAPAUNGA
CASH FLOW STATEMENT

	Estimated 1992/93 $000	Projected 1993/94 $000
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash provided from:		
Supply of outputs to Crown	5,108	4,663
Interest	165	97
Other	92	252
Cash dispersed to:		
Payments to Employees	(3,520)	(3,243)
Other Operating Costs	(2,357)	(2,097)
Net GST Paid	5	-
Restructuring Funds Paid	(897)	-
Net Cash Flows from Operating Activities	(1,404)	(328)
CASH FLOWS FROM INVESTING ACTIVITIES		
Cash dispersed to:		
Purchase of Fixed Assets	(119)	(200)
Net Cash Flows from Investing Activities	(119)	(200)
CASH FLOWS FROM FINANCING ACTIVITIES		
Cash dispersed to:		
Overpaid Funding Repaid to Ministry of Education	(717)	-
Net Cash Flows from Financing Activities	(717)	-
Net Increase/(Decrease) in Cash Held	(2,240)	(528)
Cash at 1 July	3,139	899
Cash at 30 June	899	371

Note 1

Projected Loss

The Unit is projecting a loss for the 1993/94 year. As a result of an efficiency analysis, the Minister has agreed that the Unit can use up reserves to maintain the level of outputs required by the Government.

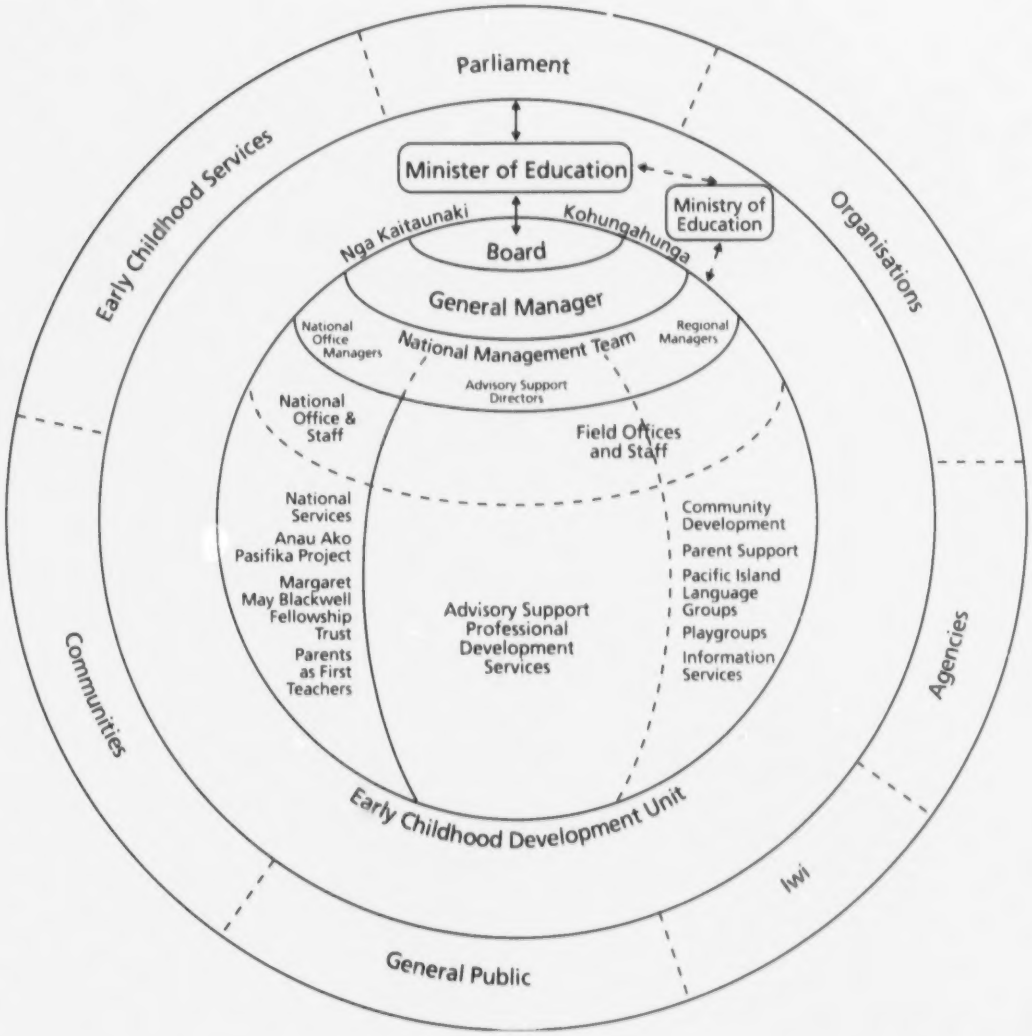
Note 2

FIXED ASSETS

Reconciliation of Opening and Closing balances

	Book Value 30 June 1993	Purchase	Depreciation	Book Value 30 June 1994
	$000	$000	$000	$000
Motor Vehicles	330	100	86	344
Office Furniture	102	5	21	86
Office Equipment	179	15	38	156
Computers	499	55	107	447
Improvements	21	25	6	40
	1,131	200	258	1,073

HE MAHERE WHAKAHAERE
FRAMEWORK OF THE UNIT



NGA WAHI NOHO O NGA TARI O NGA KAITAUNAKI KOHUNGAHUNGA
EARLY CHILDHOOD DEVELOPMENT UNIT ADDRESSES

National Office (Wellington)
Tari Matua
7th Floor CMC Building, 89 Courtenay Place
PO Box 9951 Te Aro
Wellington
Tel (04) 801 5146
Fax (04) 801 5134

Whangarei ECDU Office
Te Taitokerau
6 Woods Road
PO Box 1196
Whangarei
Tel (09) 438 3320
Fax (09) 438 9981

Auckland ECDU Office
Tamaki Makaurau
2nd Floor Villa Dalmacija
10-14 New North Road
Eden Terrace
Box 8454 Symonds Street
Auckland
Tel (09) 377 8072
Fax (09) 377 8198

Waikato ECDU Office
219 Collingwood Road
Box 717
Hamilton
Tel (07) 838 0106
Fax (07) 838 0104

Bay of Plenty /Taupo ECDU Office
P O Box 1569
Rotorua
Tel (07) 348 0543
Fax (07) 348 0542

Wanganui ECDU Office
260 Victoria Avenue
PO Box 4118
Mid Avenue
Wanganui
Tel (06) 345 5823
Fax (06) 345 8988

Napier ECDU Office
Ahuriri
Ground Floor Dalton House
Dalton Street
PO Box 1019
Napier
Tel (06) 835 6508
Fax (06) 835 6509

Wellington ECDU Office
Whanganui-a-Tara
27 Kings Crescent
P O Box 30307
Lower Hutt
Tel (04) 566 9371
Fax (04) 566 9431

Nelson ECDU Office
Tokerau Uru Te Waipounamu
Landcorp House
Selwyn Place
PO Box 225
Nelson
Tel (03) 546 9909
Fax (03) 546 8454

Canterbury ECDU Office
Otautahi
110 Mandeville Street
P O Box 8175
Riccarton
Christchurch
Tel (03) 348-5312
Fax (03) 343-0831

Otago/Southland ECDU Office
Otepoti
1st Floor AA Building
450 Moray Place
PO Box 5290
Dunedin
Tel (03) 479 2706
Fax (03) 474 0102